City of San José
Employee Reference Guide

How to:

- Access CityJobs from Work and Home
- Update your Employee Profile / Add Email Address
- Create an Automatic Job Notification Email
- Apply to a Job

CityJobs
City of San José

Seek. Browse. Find.

WORK ACCESS INSTRUCTIONS
1. **Access** the City's Intranet site at **http://www.csj.gov**
2. **Select** the **eWay** link on the right side of the page.
3. **Click** the hyperlink to **eWay**
4. **Enter** your **eWay ID** (employee ID) **and password**. Note: If you need password help, use City-Pass. Access CityPass at **https://citypass.sjcity.net/secure/**
5. **Click Self Service** > **Recruiting Activities** > **Careers**

HOME ACCESS INSTRUCTIONS
1. **Access** the **eWay** employee portal at **https://connect.sanjoseca.gov**
2. **Enter** your **work computer network User ID and password**. ID Example: john.smith or eway.airport. **Note:** Employees who do not have a network log-in ID and password, as well as all employees in the Airport, Environmental Services, Library, and Police departments will be provided with a confidential login and password by their HR Liaisons.
3. **Select** the **Login** button. Note: Depending on your internet browser setting, you may receive different alerts. If your ActiveX is not turned on, **click** the **OK** button to activate. If you do not have ActiveX installed, follow the instructions to download and install ActiveX.
4. **Select** the **eWay** icon.
5. **Enter** your **eWay ID** (employee ID) **and password**.

UPDATE YOUR EMPLOYEE PROFILE / ADD EMAIL ADDRESS
Note: Employees are not able to change their contact information directly in CityJobs. Employees must use the Personal Information pages in eWay to update their personal profile.
1. After you are logged into eWay, **select** the **Self Service** link.
2. Select the **Personal Information** link.
3. Select the **Home Address**, **Phone Number** or **Email Addresses** link.
4. Follow instructions to enter and save your changes.

CREATE AUTOMATIC JOB NOTIFICATION EMAIL
1. **Click Job Search** at the top of the CityJobs Careers Homepage.
2. **Enter** the **search criteria** to define your job notifications i.e. jobs with a keyword = "analyst"
3. **Click Save Search**.
4. Check **Use as a Job Agent** and **enter your email address.**
5. **Click Save Search.**

APPLY TO A JOB
1. On the Careers Home page, **click** the **Job Title** that you want to apply to.
2. When the Job Description page appears, **click** the **Apply Now** button.
3. Follow on-screen instructions to add a resume, enter application information (Work Experience, Post-Secondary Education History, Job Training, Licenses and Certificates, Languages, and References), and answer job-specific questions.
4. Once you have completed your application, **click** the **Submit** button.
5. **Respond** to the **Terms and Agreements** section.
6. **Click** the **Submit** button. Note: Jobs close at midnight on the close date.

HELP
If you have access problems, contact the **HelpDesk** at **(408) 793-6900** or **helpdesk@sanjoseca.gov**
Hours: Monday - Friday, 7:00 a.m. - 6:00 p.m. For CityJobs help, contact **Human Resources** at **(408) 535-1285** or **cityjobs@sanjoseca.gov.** Hours: Monday - Friday, 8:00 a.m.— 5:00 p.m.